**Drug and Alcohol Prohibition Policy - AXIS**

**9/20/13**

AXIS recognizes that alcoholism and other drug dependencies are a significant social problem with a potential for causing severe effects to the AXIS workforce. AXIS recognizes that it has a responsibility to maintain a drug free workplace. AXIS also recognizes that drug dependency may be an illness. Consistent with this understanding, however, AXIS has an obligation to ensure that its employees perform their jobs efficiently, safely and in a professional businesslike manner.

The purpose of this document is to set forth AXIS’s policy regarding alcohol and other drug use, including unlawful drug use or abuse, in the workplace.

**Definitions**

A. "Work-related alcohol and other drug abuse" is defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work performance.

B. "Adversely affects work performance" and "Under the influence" shall be determined to be present if the employee is perceptibly impaired; has impaired alertness, coordination, reactions, responses or effort; if the employee's condition threatens the safety of him/herself or others; or if the employee's condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of AXIS as an employer as determined by the supervisor or manager or others observing the employee.

C. "Controlled substances" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

D. "Mood-altering" or "Alter" means changed behavior that may limit an employee's ability to safely and efficiently perform his/her job duties, or poses a threat to the safety of the employee or others.

**Employee Assistance**

Employees who may have an alcohol or other drug abuse problem are encouraged to seek a professional assessment through his/her health care plan before the problem affects their employment status.

**Consequence of violations**

Violations of this policy may constitute just cause for discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

**Prohibitions**

A. No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs that affect his/her alertness, coordination, reaction, response, judgment, decision-making or safety.

B. No employee shall operate, use or drive any equipment, machinery or vehicle of AXIS while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive AXIS equipment.

C. No employee shall unlawfully sell, purchase, manufacture, distribute, dispense, possess, transfer, or use marijauna, alcohol, mood altering drugs or a controlled substance in the workplace or wherever AXIS’s work is being performed.

**During work hours or while on AXIS premises, no employee shall use, sell, possess or transfer alcoholic beverages:**

D. Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform his/her work for AXIS. In such circumstances, the employee is subject to discipline.

E. When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in Definitions D. above, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.

F. AXIS employees shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on AXIS premises. Where appropriate, AXIS employees shall also notify licensing boards.

G. Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the state. Employees are advised that in any situation subsequent to the intake of alcohol where the employee must continue conducting AXIS’s business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

**Data disclosure**

Disclosure of information regarding employee alcohol and other drug use in the workplace must be consistent with applicable collective bargaining agreements and law. Questions in this area should be directed to the Employment and Labor Law Section of the Attorney General's Office or to the Department of Employee Relations, Labor Relations Bureau.

**Federal grant employees**

Each employee engaged in the performance of work on federal grants or contracts is required to notify their agency of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) five days after such conviction.